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UNITED STATES DEPARTMENT OF AGRICULTURE
✓ Rural Electrification Administration
Washington 25, D. C.

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October 15, 1947

To: All REA Borrowers

From: Kermit Overby, Chief, Information Services Division

Subject: ✓ Available Publications

Attached is an up-to-date list of REA publications, issued for your guidance in ordering literature for distribution to your consumers or others interested in your activities. The list includes information about the quantity of each publication that can be supplied and about the suggested use of the publication when that is not obvious from the title. This list contains the titles of ALL the REA publications currently available. Previous lists are superseded and should be destroyed.

In ordering publications, it is not necessary to use an order form. Just address a letter to the Information Services Division. If you are unfamiliar with some of the publications listed and would like to receive sample copies before ordering, please let us know. Specify the publication you want or ask for a complete set. If you want publications for use at a meeting or other special occasion, please place your order as far in advance as possible. Special attention is given to rush requests, but bulk mailings are always subject to delay in transit.

The attached list is issued primarily for the use of managers and other co-op staff members. If you need a few additional copies for your staff, let us know. If you would like a list to give out to persons in your community who are particularly interested in rural electrification literature, we can furnish copies of a list of titles prepared for this purpose.

In using the list, note particularly the information given about the publication "Planning Your Farmstead Wiring and Lighting." As originally announced in our memorandum of May 8 to borrowers, the shortage of printing funds makes it impossible to distribute this publication free of charge in quantities. The Superintendent of Documents, however, has an abundant sales stock and is now filling orders. All publications ordered from the Superintendent of Documents must be paid for in advance, so it will be necessary for you to enclose with your order a check payable to the Superintendent of Documents. REA will approve the expenditure of available loan funds for this purpose out of budget item 13d. A borrower urgently needing a supply of this publication and having no funds immediately available for the purpose may obtain copies from REA. In such a case, it will be understood that the borrower will replenish REA's stock with copies purchased from the Superintendent of Documents when funds become available.

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We realize that some of the other publications are not available in sufficient quantities to meet borrowers' full needs. In these cases, we hope that you will consider making local arrangements for printing of the additional copies you require. If offset printing is used, the printed publication can ordinarily be used as printer's copy. If you cannot locate an offset printer or for any other reason find it necessary to have the type set in reprinting a publication, we can in most cases furnish you a copy of the illustrations, suitable for engraving. We shall be glad to hear from any borrower interested in developing the local printing of consumer publications.

Attachment: "REA Printed Publications Available"

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REA PRINTED PUBLICATIONS AVAILABLE
(For Administrative Use Only)

TITLE AND DESCRIPTION

AVAILABILITY AND SUGGESTED USE

AREA COVERAGE IS GOOD BUSINESS (2pp) Comments of merchants and town officials on benefits town receives from complete electrification of surrounding areas.	Limited quantity. Suggested for special meetings, particularly with officials and merchants of towns in your area.
BUILDING ELECTRICAL EQUIPMENT FOR THE FARM (98 pp) Booklet prepared jointly by REA and U. S. Office of Education, giving plans for home made electrical equipment.	Limited to single-copy distribution to teachers at co-op request.
BETTER LIGHT FOR THE FARMSTEAD (12 pp) Reprint from RE News for Aug.-Sept. '47. Basic information for consumers on lighting the home and farm. Sketches of suggested fixtures.	Available in quantity about December 1. Suitable for distribution to both old and new consumers.
CARE OF YOUR ELECTRIC MOTOR (2 pp) Tips on getting the best work from the motor; its care, etc.	Can fill orders up to 50.
CARE OF THE ELECTRIC WATER SYSTEM (2 pp) Care and use hints.	Available in quantity
CARE AND USE OF YOUR ELECTRIC IRON (2pp) Tips on better use of iron	Limited to single-copy distribution.
A HOME MADE ELECTRIC BROODER (2 pp) Material needs and construction plans for chick brooder.	Available in quantity.
ELECTRIFIED FARMS FOR THE G. I's. (4 pp) Suggestions for utilization of farm power.	Small stock. Prepared for veterans; a similar publication "Your Electrified Farm" is available for general use.
ELECTRICITY AND TOMORROW'S FARMER (2pp) Reprint from RE News for Oct.-Nov., '47. What young people should know about their rural electric co-op and electrical equipment. Similar to older publication "See What Electricity Can Do."	Available about Jan. 1 in quantity not exceeding 500. Suitable for distribution to young people of co-op families and to other youth groups.

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- ELECTRICITY COMES TO RURAL AMERICA (24pp) Can fill reasonable bulk orders. Booklet especially recommended for distribution to general public.
Brief history of the rural electrification job already accomplished with comments on the job ahead. Contains examples of major power uses. 1947 edition.
- ELECTRICITY AND RURAL HEALTH (2 pp) Can fill small orders for co-ops interested in or participating in local health programs.
Reprint from RE News for June-July '47. Basic facts for health authorities and civic groups on the part of electricity in rural health programs.
- MAKE YOUR OWN EGG COOLER (2 pp) Can fill orders up to 250.
Construction plans for home-made cooler.
- ELECTRICITY IN MODERN RURAL LIVING (4 pp) Not available until about early 1948. Suggested for distribution to teachers in your community.
Outline of published material which can be useful in the study of electricity. Has titles of suggested books and leaflets.
- A GUIDE FOR MEMBERS OF REA COOPERATIVES (24 pp) Available in quantity. Suggest furnishing this booklet to new members as well as other members who have never had copy of earlier edition.
Question and answer booklet covering major points of interest concerning formation, development and operation of REA-financed co-ops. 1947 edition.
- HOW TO KEEP POWER ON THE JOB (4 pp) Available in fair quantity. Suggest use of this leaflet with new consumers and in connection with outage correction and reporting campaigns.
Lists trouble spots which cause outages; also contains safety information.
- HELPING FARMERS TO GET EQUIPMENT (14 pp) Stock ample to fill need for distribution to local appliance dealers and other persons having interest in this matter.
Discussion of the best methods for making equipment available; cooperation with local appliance dealers; also has explanation of Section 5 loans.
- BUILD A HAY-DRIER FOR YOUR BARN (4 pp) Sufficient stock for reasonable bulk orders.
Outline of suggestions for building home made hay drier.

- IT'S YOUR CO-OP (2 pp)
Leaflet reminding co-op members of individual ownership and management responsibility. Contains a score chart titled "How Good A Cooperator Are You?"
Available in reasonable bulk quantity. Suggested for mailing with annual meeting notices to encourage attendance.
- IT'S SMART TO PLAY SAFE (4 pp)
Leaflet calling attention to need for good wiring installation and inspection, plus do's and don't's on safe uses of electricity.
Available in quantity. Recommended for distribution with other material at wiring meetings.
- JOB OPPORTUNITIES FROM RURAL ELECTRIFICATION (4 pp)
List of typical job openings which accompany electric line construction, equipment purchases and installation, and community uses of industrial power.
Stock adequate for reasonable bulk orders. Recommended for distribution to public, especially at community meetings.
- MORE POWER TO YOUR DAIRYING (4 pp)
Review of the latest dairying equipment and practices.
Can fill individual co-op orders up to 100.
- MAKE THIS MOTOR TABLE (4 pp)
Check list of materials and construction plans for mounting small equipment for pulley drive.
Stock adequate for bulk orders.
- NEW LOAN PROGRAM FOR CONSUMERS (6 pp)
Explanation of Section 5 loans.
Limited stock. Will be able to furnish in amounts of 25 to 50. Suitable for distribution to members interested in obtaining such loans.
- PLANNING YOUR FARMSTEAD WIRING & LIGHTING (32 pp)
Illustrated booklet containing wiring and lighting suggestions for residence and farm buildings. 1947 edition.
Supply of free copies strictly limited. May be purchased in quantity from Superintendent of Documents, Government Printing Office, Washington 25, D. C. Price, 15¢ per copy; 25% discount for orders of 100 or more. Allow minimum of 30 days for delivery.
- ELECTRIC PIG BROODERS (4 pp)
Construction plans for home made brooder.
Can fill orders of 25 to 50 until small stock is exhausted.

THE SMALL PORTABLE MOTOR (4 pp)
Leaflet explaining how small motor can be made portable; lists the advantages of such use.

Available in quantity.

SEE WHAT ELECTRICITY CAN DO (2 pp)
List of 75 important uses of electricity for the farm and farm home. Tells how power can be put to work. Newer similar leaflet is "Electricity and Tomorrow's Farmer," described above.

Available in quantity not exceeding 500. Especially recommended for distribution to schools, 4-H, FFA and other youth groups in your community.

SELECTING THE RIGHT WATER PUMP (2 pp)
Contains tips on the selection of water pump by size and type. Also has general recommendations.

Available in quantity. Can be distributed along with co-op newsletter or in conjunction with campaign for water system planning.

THIS IS AN REA CO-OP (4 pp)
Question and answer discussion of REA co-ops plus a list of typical power uses, including consumption data.

Available for quantity distribution on fairly large scale. Suggest distribution to all new and potential members. Also suitable for fairs and other public meetings.

MAKE THIS TABLE LAMP (2 pp)
Construction plans for a properly designed table lamp for work or study.

Can fill orders of 50 or less. Recommended for distribution to vocational teachers and students.

WATER FOR THE MODERN FARMSTEAD (4 pp)
Leaflet containing information on overall planning for a farmstead water system.

Fairly good bulk stock. Recommended for use in conjunction with "Selecting the Right Water Pump" as material for plumbing meetings.

WHERE SHALL I PLACE MY NEW ELECTRICAL EQUIPMENT? (4 pp)
Leaflet explaining the importance of proper placement of equipment illustrated plans for kitchens, work room, laundry, etc.

Available in quantity. Especially good for use at meetings stressing household equipment and appliances. Also in demand by home economics teachers and students.

WATER WHEN AND WHERE YOUR GARDEN NEEDS IT (2 pp)
Suggestions for garden watering or sprinkling.

Small quantities can be furnished for distribution on specific need.

YOUR WIRING CHECK LIST (4 pp)
Guide for planning a new wiring job. Contains a check list of needs for fixtures, switches, and outlets.

Bulk stock available. Recommended for distribution to members whose premises have not yet been wired.

- WHAT YOU WILL OWN IN YOUR REA CO-OP (4 pp) Available in quantity. Copies can be
Question and answer discussion furnished for all members of co-ops
of the Capital Credits Plan. now considering the capital credits
plan.
- YOUR CO-OP -- YOUR BUSINESS (2 pp) Can be furnished in reasonable quan-
Leaflet which reviews the formation tity. Especially recommended for
of a co-op and cites the continued distribution at annual meetings.
need for members cooperation in all
its affairs.
- YOUR ELECTRIC WIRING (6 pp) Available in quantity. Especially
Reprint feature from the June- recommended for use at wiring meet-
July issue of RE News. Discusses ings and for distribution to voca-
plans for adequate wiring and im- tional teachers.
portance of proper inspection.
- YOUR ELECTRIFIED FARM (4 pp) Fairly good bulk stock. A general
Review of typical uses of power on leaflet of particular interest to
the farm and in the farm home. members who have not yet received
Charts contain consumption data. electric service.
1947 revision of earlier publica-
tion "You'll Want an Electrified
Farm."

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CURRENT SERIAL RECORD
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U. S. DEPARTMENT OF AGRICULTURE